

Working with Drafts

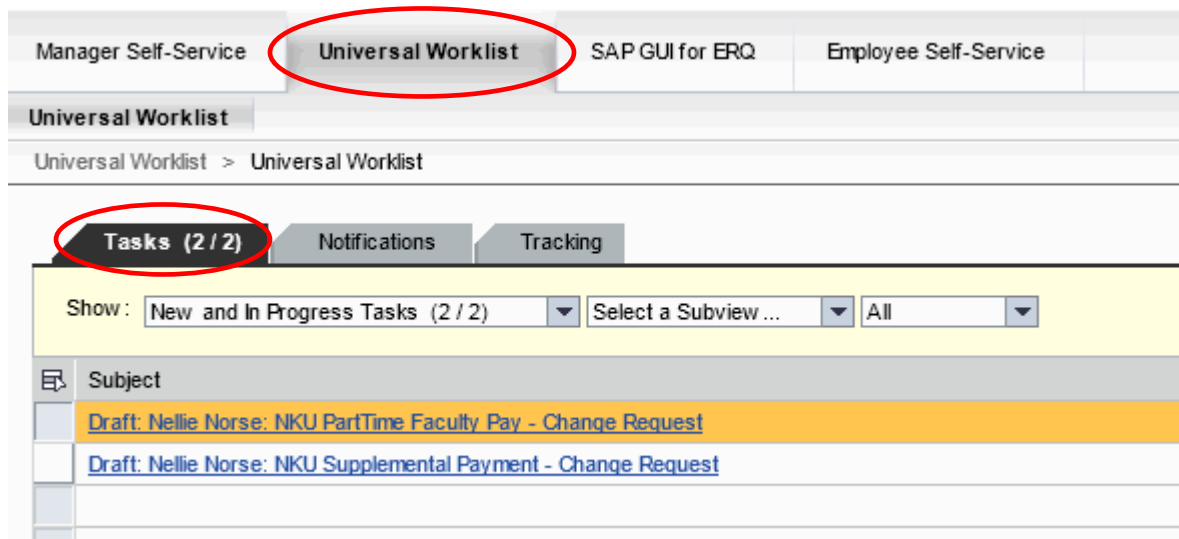
Transaction Code: Universal Worklist tab

Location(s):

myNKU

Purpose: PAR documents saved as draft will appear in the Universal Worklist tab and Tasks subtab. The documents can be completed and submitted for approval.

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.



Manager Self-Service **Universal Worklist** SAP GUI for ERQ Employee Self-Service

Universal Worklist

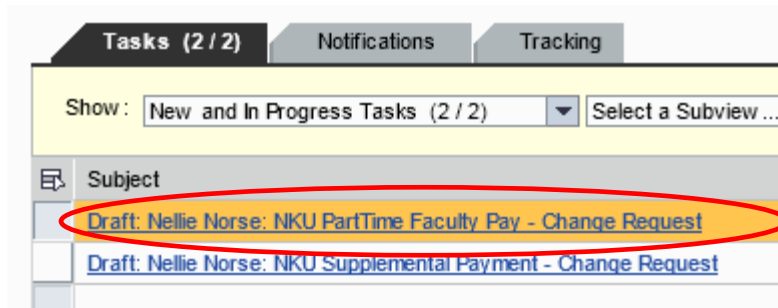
Universal Worklist > Universal Worklist

Tasks (2 / 2) Notifications Tracking

Show: New and In Progress Tasks (2 / 2) Select a Subview ... All

Subject
Draft: Nellie Norse: NKU PartTime Faculty Pay - Change Request
Draft: Nellie Norse: NKU Supplemental Payment - Change Request

3. Select the Draft PAR by clicking the underlined Subject.
 - a. The PAR form will open.



4. Complete the details of the PAR.
5. Click either:
 - a. Save Draft to save this form without sending for approval.
 - i. A confirmation will appear at the top of the screen.
 1. "Provisional version generated upon leaving application"
 - b. Delete Draft to delete the draft PAR form.
 - i. A confirmation will appear at the top of the screen.
 1. "Draft was deleted"
 - c. Check and Send to review the details of the form and send for approval.
 - i. A confirmation will appear at the top of the screen.
 1. "Data sent"

